



**City of Phoenix**  
DEVELOPMENT SERVICES DEPARTMENT

**HELPFUL HINTS FOR CHARTER SCHOOLS**

Winner of the  
Carl Bertelsmann  
Prize for



- ✓ Hire an Architect or Engineer early in the process.
- ✓ Be sure facility targeted for occupancy meets the requirements for “E” occupancy educational use as defined by the adopted Phoenix Building Code.
- ✓ Call Development Services Department before signing any lease or purchase agreements.
- ✓ Areas which have been found to be confusing are landscape and sprinkler needs, Fire Department access versus suppression systems, and parking layouts.
- ✓ State approved buildings a.k.a. “modulars” always require City reviews and inspections for grading, zoning, and accessibility. Often, additional reviews and inspections are required for structural, electrical, mechanical, and plumbing improvements.
- ✓ State law requires the use of licensed contractors. Special license requirements are needed for working in the right of way.
- ✓ Call Development Services to have a Project Coordinator assigned who will assist you through the development process. The Project Coordinators will focus on site specific requirements; i.e., plans, permits, inspections, fees, bonding, and scheduling.

***When in doubt, call us!***

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